Designated Compliance Manager's Instructions

PLEASE READ THROUGH ALL OF THE DIRECTIONS BEFORE STARTING

These directions are for the "DCM" side of the portal <mark>ONLY</mark>.

Go to https://secure.kentucky.gov/ust/toolstraining

<mark>**Create a separate Username and Password that is specific only to your training.**</mark>

To create a new account: Click on "*New User Registration*" and complete steps 1 thru 5 on the screen. Then click "continue" under step 7.

A. Once you are signed in, you will be directed to the introduction. Watch the introduction and once it is complete, click on the left green button - "*DCM Home*"

B. The "*DCM Home*" button will take you to the "*Welcome to the DCM Home*" page – click the green "*Start Training Now*" button and it will ask you to enter your Registration ID. Enter the **Registration ID that you received from the person designating you** and click the blue "*Next*" button.

C. **BEFORE YOU START ANY OF YOUR TRAINING, GO TO THE EDIT ACCOUNT AT THE TOP OF THE PAGE AND FILL OUT ALL OF YOUR INFORMATION.**

D. After filling out the account information, go back to DCM Home and start taking your lessons. The lessons must be watched before a quiz can be taken.

E. The DCM Home screen should take you to a list of Lessons that are required for your training. **All of the lessons above the "*Optional Lessons*" heading are required.** If you see lessons that should not be there, please contact leslie.carr@ky.gov or call me at 502-564-5981 ext: 4778.

F. Once you have completed all of your training and passed all of the quizzes above the optional line, your certificates and compliance management plans should show up under the correct tabs within 24 hours.

NOTE: If you have any questions or are having technical issues with the TOOLS online learning system, please email us at ust.testing@ky.gov or call the **UST Compliance Section** at 502-564-5981, and select **Option 2** and we will be happy to assist you.